Application checklist

Organization: ____________________________________________________

Request amount: ______________

Proposal Preparation
- Application with original signature
- Narrative (up to 2 pages, single-sided, in MS Word) addressing:
  - Brief history of organization
  - Services provided
  - Description of beneficiaries
  - Purpose of the grant request - Describe how the funds will be used
  - If grant is for a specific project, then describe further:
    - Description of project
    - Identify need for the project
    - Current status of the project
    - Total timeline for implementation
    - Itemized list of specific project items and costs (may be attached as separate 3rd page)
    - If relevant, list the source(s) and amount(s) of any project funds raised to date or pending, and how the organization anticipates raising the balance

Attachments
- IRS 501 (c) (3) tax exemption letter
- List of board of directors
- A representative list of other grants and contributions received for last two years
- Most recent balance sheet available
- Twelve-month statement of revenues and expenses for most recently completed fiscal year
- Actual Year-to-Date Profit and Loss
- Current year operating budget, showing anticipated sources of both revenues and expenses
- An interim narrative update (no more than one page) on yet-to-be-completed programs or projects previously funded by the Atwood Foundation.
- Sign, date, and include this checklist with application
- Scan and email to atwoodfoundation@gmail.com, or mail to
  Atwood Foundation
  301 West Northern Lights Blvd Suite 440
  Anchorage, AK 99503

Signed:

_________________________________________  ___________________________________________  ______________
Name                                                     Title                                                     Date